

PROCUREMENT OFFICE

Division of Finance

Community, Municipal Services/Education

1 Franklin Street, Suite 345, Hampton, VA 23669

Phone: (757) 727-2200 Fax: (757) 727-2207

January 29, 2013

**RE: ADDENDUM #1
RFP 13-352958/TM
(School Art Supplies and Equipment)**

Gentlemen/Ladies:

“Addendum #1 is being issued to provide the following information:

**Extend Bid Opening Date to February 20, 2013, 2:30pm Local Time &
Answers to Questions Received and Provide Revised RFP Format to Reflect
Hampton City Schools:**

1. In Section IV of the bid, under Capability and Skill, the bid is requesting a copy of the certificate verifying that we are registered to do business with the Commonwealth of Virginia?

You will need a business license in the city where your business is located.

2. Can you tell me if pages 19 (of 23) need to be filled out? Can you supply us with an example of how these are supposed to be filled out?

Yes this form needs to be returned to supply information about any minority/woman owned vendor that your company may utilize in preparation of this bid. Examples can be provided if needed. The form is a list of vendor information indicating whom you contacted in regards to the RFP. Use of a minority/woman owned companies is an encouraged goal but not a requirement. If none were used, please document on the form.

3. Regarding catalogs and discount letters. Are we supposed to send discount letters with the catalogs to the Fine Arts Dept, Elementary Schools, Middle Schools, and High Schools? I know I need to send a catalog and discount letter to your attention but I wasn't sure if the schools and Fine Arts Dept just got catalogs or catalogs and a discount letter. Please advise.

Schools only need the catalogs (some companies will put a sticker on the front of the catalog with the discount, but this is not required). Please send a copy of the discount letter (with catalogs) to the Fine Arts Office in addition to the procurement office.

4. Regarding Page 17 of 23... Minority and Woman Owned Business Program. We are not a minority or non-minority women company. Please explain what is required to fulfill this section of the contract. I am really unsure what are the requirements are for this section.

Page 17 is an attachment to the RFP to provide information to potential responders of the cities goals regarding minority and woman owned businesses. No, you do not need to be a minority/woman owned business to respond to the RFP. However, if you contact a minority/woman owned business, the city would like to have a record of whom you contacted in regards to this RFP. This information should be documented on page 19 and returned with your response. If no minority/woman owned business is going to be utilized in preparation of this RFP, simply sign the document and return it with your response.

5. Company will usually send (1) catalog with bid solicitation and Upon Award will send out as many catalogs as requested. Is this ok or do you need the catalogs per page 4?

Due to short turn around the teachers have to create their art orders, If they do not have catalogs in their possession, they most likely will not use that company. There is little time to call a vendor and request a catalog, have it delivered, and then create the order within the timeline the Fine Arts Department gives them. We allow teachers to order from whatever vendor is approved by the bid, there are multiple awards with this bid.

All other terms and conditions remain the same.

FOR CITY OF HAMPTON

Tammy Martin

Tammy Martin
Associate Buyer

Attachment: Revised RFP